

# ***BAY REGIONAL LOCAL HUMAN RIGHTS COMMITTEE***

## ***Quarterly Meeting***

***November 26, 2012***

### ***Minutes***

**Members Present:** Richard Bishop, Constance Hollands, Renee Greene, and Tamesha Giddens

**Members Absent:** Taylor Bervine

**Others Present:** Stewart Prost, Human Rights Advocate

**Affiliates Present:** A&C Alternative Care, LLC  
Best Friends, LLC  
Crescent Counseling & Casework Services, Inc  
Family and Community Transition Services  
Image House  
Just By 5, Inc  
Noble Care, LLC  
Pathways to Life, Inc  
Quality Living, LLC  
Turning Point  
Youth Solutions, Inc

**Affiliates Absent:** Ndutime Youth and Family Services, Inc  
Genesis I - House of Care  
ROS Beacon of Care

**CALL TO ORDER:** 6:15pm by Richard Bishop, Chairperson

**Approval of Minutes:** Minutes from August 13, 2012 meeting were approved without any objections.

**Public Comment:** None

#### **Advocate's Report - Stewart Prost:**

1. Our fourth quarter reports are due to the committee two weeks before our February 11th meeting--Due January 28th.
2. Our 2012 Annual report is due to the committee on January 15. Annual report template can be found on the website. This means all 2012 information that was shared on the quarterly reports, plus the information from the fourth quarter, needs to be ready sent by January 15.
3. The annual Seclusion/Restraint form needs to be submitted to Marian Greenfield in the Richmond office by January 15. This form is also on the website.
4. When you send your quarterly report to the committee members, do not forget to send Stewart Prost a copy also. Reports are due to all committee members two weeks before the meeting.

5. Repeat from August meeting: Mr. Prost reviewed the requirements for the committee and for submitting required quarterly reports. Reports are due to the committee members, and Mr. Prost, two weeks before the meeting. Many reports were not submitted or were submitted late.
6. Repeat from August meeting: Provider Quarterly reports:
  - a. On the top of the first page, "LHRC Liaison" is the person who attends the LHRC meeting for your company--not Stewart Prost.
  - b. The first three pages of the reports are public record so any information regarding private health information (PHI), should remain off these pages. Detailed information should go on the last page of the report.
  - c. On page three of the report, none of the items should be "NA". All items pertain to providers, but if there is no information to fill into the question, you should write "None".
7. Repeat from August meeting: If a provider is going to add a service, you must complete a Service Modification Form and submit to Licensing. Your Human Rights policies for the new service must go to Margaret Walsh for approval. She will review and send a letter to provider to notify them of the approval. Affiliation with the committee must occur before the new service can be provided. The provider must notify the committee in order to get on the agenda to present the new service information.
8. Repeat from August meeting: If a provider would like to add a location, they can send a Service Modification Form to their Licensing Specialist. They must also send a letter to Reginald Daye's office to include the new phone number, address, contact person, and start date of new location. Send to the committee to review and present information during the meeting.

**Providers with Information to Report:**

1. Image House: Received annual license on 8/1/12.
2. Just By 5, Inc.: One complaint that is resolved.
3. Noble Care, LLC: Received two year license on 8/21/12.

**Providers with Nothing New to Report:**

1. A&C Alternative Care, LLC: Nothing to report.
2. Best Friends Home: Nothing to report
3. Crescent Counseling & Casework Services, Inc: Nothing to report
4. Family and Community Transition Services: Nothing to report
5. Pathways to Life, Inc: Nothing to report.
6. Quality Living, LLC: Nothing to report.
7. Turning Point: Nothing to report.
8. Youth Solutions, Inc

\*Motion to accept reports as submitted. Accepted.

**New Business:** None

**Next Meeting:** February 11 at 6:15pm  
Major Hilliard Library  
624 Old George Washington Hwy  
Chesapeake, VA

**Open session ended at 7:02 by Richard Bishop, Committee Chairperson.**

**Additional information:**

1. The Committee went into Executive Closed Session pursuant to Code of Virginia Section 2.2-371(A), for the protection and privacy of individuals and their records in personal matters not related to public business, namely to review allegations from Just by 5.
2. The Committee voted to return to open session, with each member certifying that only matters lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matter not related to public business were heard, discussed, or considered.
3. Mr. Prost provided annual Freedom of Information Act Training to the committee members.

**Meeting adjourned at 7:40pm.**